Project Management Best Practices

Description: Doing your due diligence when it comes to project management could be the difference between project success and failure.

Every project manager knows that the first step in starting a project is to do the required planning and set-up tasks. However, it can be very tempting to just "jump in" and start building the schedule and assigning team members to tasks without setting the foundation for success. This topic will focus on the most important planning activities that will provide a solid foundation for your project to succeed. You will gain proven techniques for establishing a project governance structure, clearly defining project roles and responsibilities, and planning for effective communications.

Contents:

- Establishing Governance
  - Governance Roles and Responsibilities
  - Identifying Project Stakeholders
  - Managing Multiple Sponsors

- Project Roles and Responsibilities
  - Identifying the Roles
  - Using Core and Expanded Teams
  - Documenting Responsibilities

- Establishing Effective Communications
  - Understanding Project Communication Challenges
  - Planning for Communications
  - Communicating With Virtual Teams

Wrap-up
- Questions and Answers
- Call to Action
- Thank You

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